

REVOQUEST MOBILE APPLICATION MANUAL

-- ANDROID --

REGION(S): North America



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1 INTRODUCTION

Revoquest is a mobile software application designed to collect information for the purpose of asset and business verification. It offers a robust system for tracking and identifying inventory, as well as a question-and-answer reporting feature for conducting business and site surveys and equipment inspections.

Data collected in the field is synchronized with the Revoquest servers through an internet connection, allowing customers to view and analyze inspection results almost immediately.

Some features of Revoquest can be customized to meet the specific needs of a customer; therefore there may be additional features and enhancements available beyond those described in this manual.

This guide will help get you started using Revoquest on the Android OS.

2 INSTALL AND UPGRADE

These instructions have been optimized for use with the Samsung Galaxy Tab IV on Android OS v4.4.2, but can be used to install Revoquest on any Android device that meets the minimum hardware requirements. Some icons and their locations can vary by device.

Minimum Hardware Requirements

Smart Phone - Android OS v4.0 or greater

Storage (Internal) - 8 GB

Tablet - Android OS v3.1 or greater


Storage (External), Recommended - 8 GB

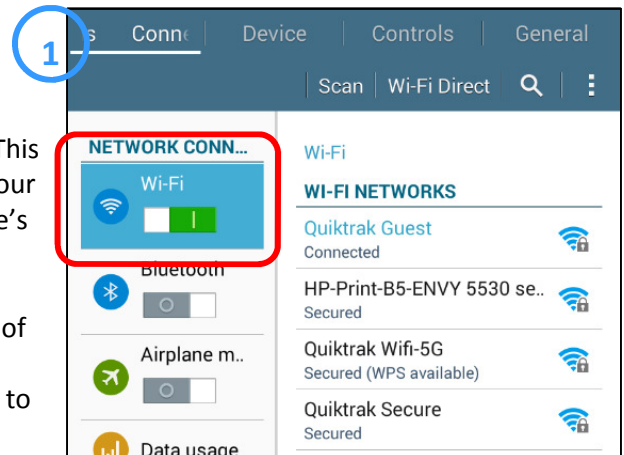
Android Operating System and Wi-Fi Settings

Before attempting to install Revoquest to your device, you must adjust the following system settings:

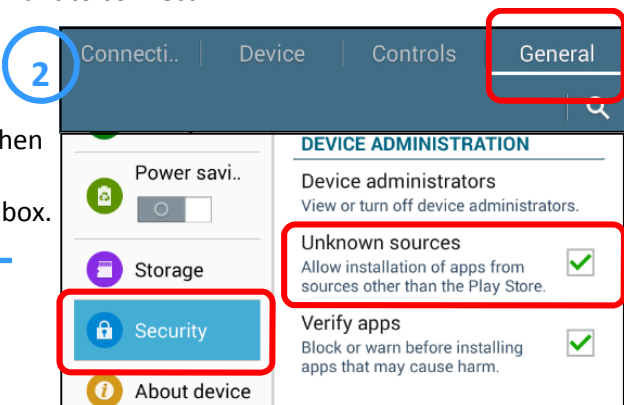
- ① **Establish an internet connection** – In order to download the Revoquest application and synchronize your device with the Revoquest server, you will need a live internet connection. This can be achieved by connecting to a Wi-Fi network or using your device's built-in 3G/4G capability. Please consult your device's user manual for additional details.

To connect to a Wi-Fi network:

1. Tap on  Apps (icon varies by device) to view the list of apps on your device from the home screen.
2. Tap on **Settings** (you may need to scroll through the list to find the icon).
3. From the Settings tool bar, ensure the Wi-Fi is toggled on (turned green), and tap on the Wi-Fi icon to view and connect to a network.
4. Tap **Wi-Fi settings** and select the network to which you want to connect.



- ② **Enable installations from unknown sources** — The software download may be blocked if this is not enabled.
1. From the Settings tool bar, locate the General tab and then select **Security**.
 2. Ensure there is a checkmark in the "Unknown Sources" box.

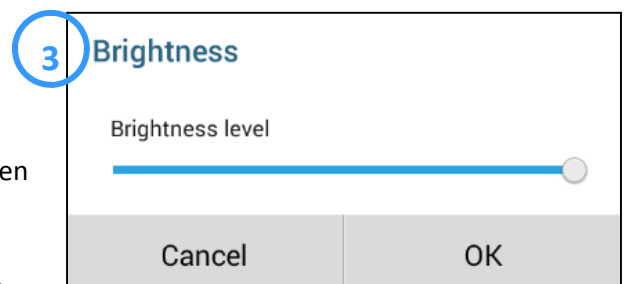


The following are optional system setting adjustments:

- ③ **Adjust screen timeout**— Control how long the device waits before the screen goes blank.
1. From the Settings tool bar, locate the Device tab and then select **Screen Timeout**.
 2. Select your desired screen time out setting (Recommended setting is 5 minutes or greater).

Adjust Brightness— Control the brightness of the screen to optimize visibility in various lighting conditions.

1. From the Settings tool bar, locate the Device tab and then select **Brightness**.
2. De-select Automatic Brightness.
3. Drag the bar to the desired brightness level and tap **OK**.



Installing Revoquest for the First Time

Before proceeding with these instructions, be sure to complete sections 1 and 2 on the previous page.

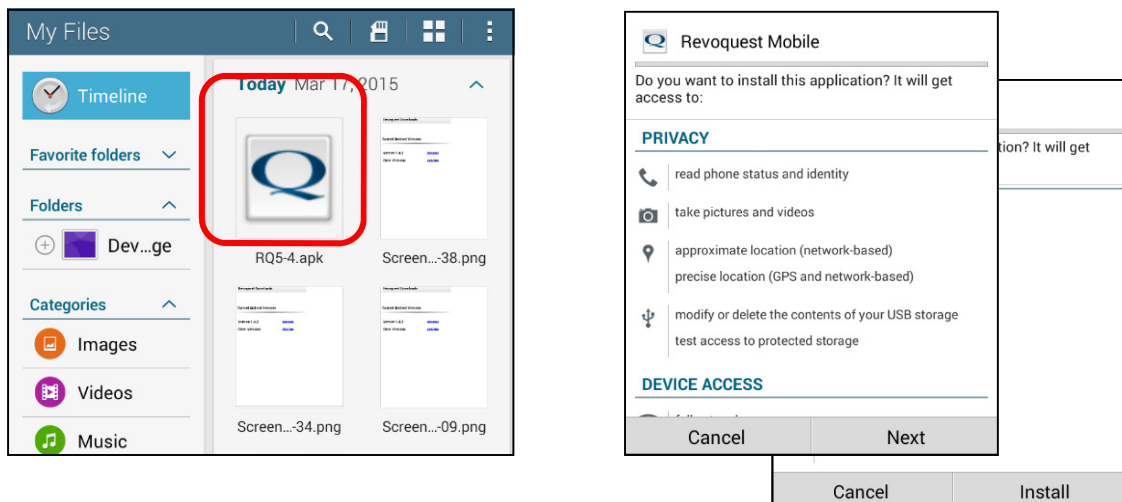
Download Revoquest

1. Open the application Web, Browser, Internet or Chrome on your device and navigate using the URL bar to: <http://rqreload.quiktrak.com/> (tap 'Go' on your keyboard after entering the address, not the magnifying glass)
2. Log in using your Quiktrak.com user name and password (NOT your Revoquest username).
3. Tap on green Android icon then tap on the "Download" link for the most recent version available (version may vary from pictured). The download process will begin automatically with a message stating "Starting download..." or "Downloading..." (note this message only appears for approx. 3 to 5 seconds).



Install Revoquest

1. Tap on Apps (icon varies by device) from the home screen.
2. Tap on the application called **My Files** to view your downloaded files (scrolling multiple pages of applications may be necessary).
3. Locate and tap on the **RQ5.apk** file listed under today's date.
4. Tap **Next** or **Install** until the installation begins and then wait while Revoquest installs.
5. Once the installation is complete tap on **Open** to access the Revoquest login screen.



After installing Revoquest on your device, you can add a shortcut to your Home screen for easy "one-touch" access to the application. Accessing the application can be done via the apps button from the home screen of your device. Refer to your device's user manual for instructions on how to do this.

Upgrading an Existing Installation

The Revoquest application is set up for Automatic Push OTA (over the air) Upgrading and will not occur on your installation without you being notified first via e-mail communication

Upgrading Revoquest

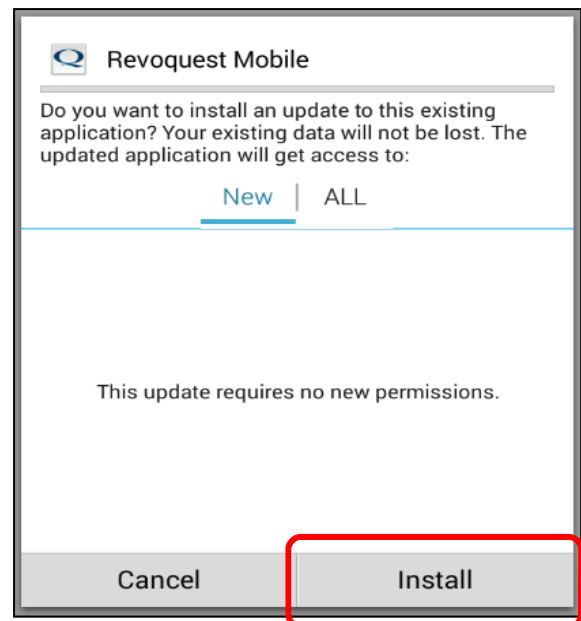
Revoquest will prompt you when **ALL** of the following conditions are met:

- Your profile is set for the Automatic OTA Upgrade (you will receive email confirmation) **AND**
- You access the Open Jobs screen **AND**
- You have a valid, stable internet connection

1. You will be prompted, “A newer version of Revoquest is Available, would you like to update now?”. Tap **OK** (take note of the new version number for later verification).
2. Tap on the “**Start update...**” button on the Software Update screen to download the newest version.



3. Once the download is complete, you will be prompted to replace the existing installation with the new one. Tap **Install** to begin the installation.
4. After the installation is complete your device will return to the most recent screen it was on before Revoquest was open. This means the upgrade was successful. To verify the installation, open Revoquest and ensure the version number at the bottom has updated to the next available version.
5. To ensure Quiktrak and Revoquest Support is aware you have completed the upgrade, login to Revoquest and run a sync (even if you are not anticipating picking up any new audits).



3 GENERAL

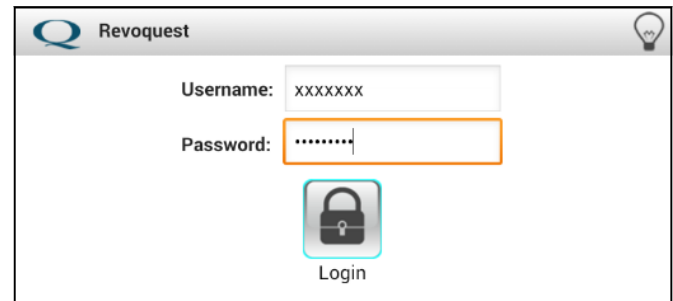
In this section, we will introduce you to some basic features of the software and provide some helpful information to get you started:

- **Logging In**
- **Syncing**
- **Android Navigation Buttons**
- **Revoquest Navigation Buttons**
- **Revoquest Support**

Logging In

All new users are assigned a profile by Revoquest Support. If you do not know your username and password, contact Revoquest Support at 1-866-738-6435.

IMPORTANT NOTE: Your Revoquest username is different than your Quiktrak.com username, however the passwords are the same. If you change the password for your web login, your Revoquest password will automatically also change.



Syncing

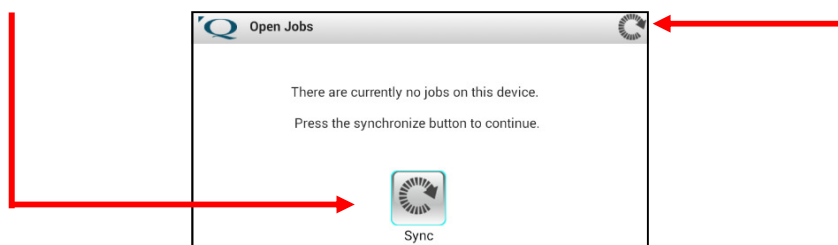
The synchronization — or 'sync' — process is an exchange of data between your device and the Revoquest servers. An internet connection is required for this process.

You will need to sync your device in order to:

- Download a job from Revoquest to your device.
- Send a completed job to Revoquest.
- Share data with other inspectors participating in the same coordinated audit.

The **Sync** screen is accessed from the **Open Jobs** screen.

If there are no jobs downloaded to your device, you will see this message on the **Open Jobs** screen. Simply tap [Sync] to begin the sync process. Wait for the sync process to finish before leaving the screen.



If there are jobs already downloaded to your device and you need to sync, tap the **Sync** icon in the upper right corner to access the **Sync** screen.

Android Navigation Buttons

Your Android device will have its own navigation buttons, which appear at the bottom of device below the screen. The appearance of these icons varies with the device, but below are examples of frequently used buttons:



Recent Application

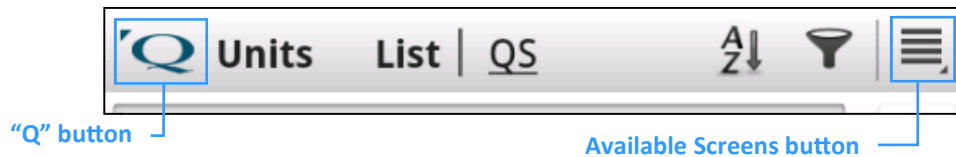
This button will allow you to view your device's recent applications (this button is not recommended for use unless you are on the Open Job screen of the software)

Home

This button sends you directly to your device's Home screen (this button is not recommended for use unless you are on the Open Job screen of the software)

Back

This button returns you to the previous page or takes you up one level in a menu. (On some devices, this changes to the **Hide** icon when the keyboard is open. Tapping it closes the keyboard.)



Revoquest Navigation Buttons

There are two common navigation buttons in Revoquest that you will use frequently. One or both of these will be available at the top of almost every screen:

"Q"

This operates as a 'back' button within the software and will return you to the previous screen.

Available Screens

This opens a menu of shortcuts to other screens within Revoquest. The menu options vary depending on which screen you are currently viewing.

Revoquest Support

Technical support is available Mon.-Thur. 6 AM - 6 PM and Fri. 6 AM - 5 PM Pacific time at 1-866-738-6435.

For off hours-work stoppage-urgent issues please contact 1-866-738-6435 and leave an urgent message when prompted.

Revoquest Support can always be reached at RQSupport@quiktrak.com.

4 OPEN JOBS

Description

The Open Jobs screen lists all the jobs that are currently loaded onto your device. Jobs can be downloaded onto your device by ‘syncing.’ [Refer to *Ch. 3 General* for instructions on syncing.] A job will remain on your device until you close it (selecting “Close Results and Send”) and perform another sync.

Functions

Synchronize

To download new jobs or submit completed ones, you must synchronize your device with Revoquest. Tap the **Sync** button at the top of the screen to access the syncing feature (Note: Running a sync will sync all jobs currently on the device based on the job’s current status).

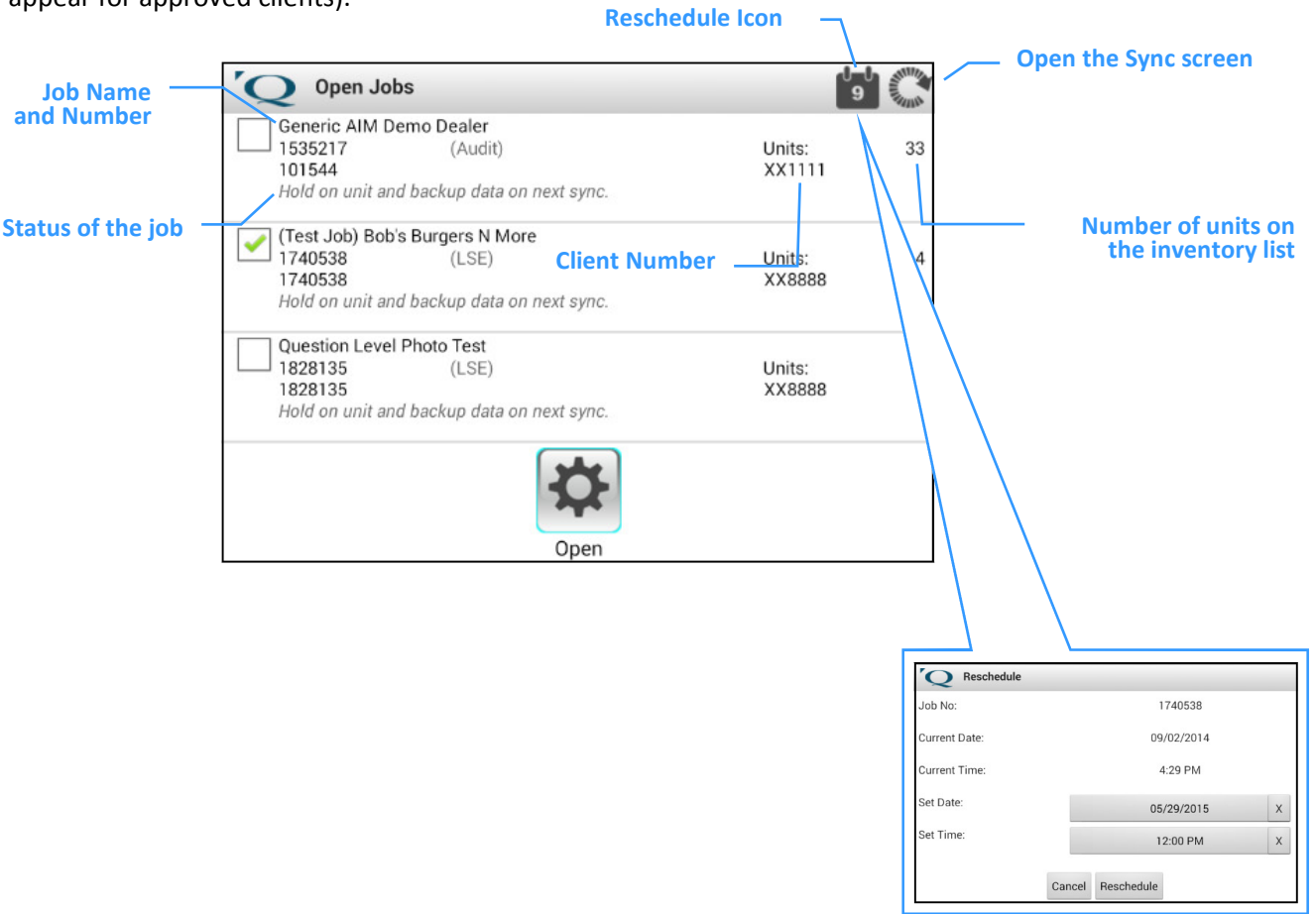
Open a job

To open your job, tap on the job (a green check mark will appear) and then tap the **Open** button at the bottom of the screen. If it is necessary to open multiple audits at the same time, select them all before you tap the **Open** button.

Upon opening a job, you may be prompted to verify the accuracy of the date and time setting on your device. Make changes if necessary, and then tap the continue button in the upper right hand corner of the screen.

Reschedule a job

If you have downloaded a job, but need to reschedule it for another day, select the job from the list and tap the **Reschedule** button at the top of the screen. Select a new date and tap [Reschedule]. You must sync after rescheduling in order for the change to take effect and to remove the job from your device (Note: This icon will only appear for approved clients).



5 LOCATIONS

Description

The Locations screen is used to identify where the inspection is taking place. For inspections that include multiple locations, this feature allows you to keep an accurate record of where each inventory item was seen. For multiple-location inspections that involve answering questions, it allows you to have a set of questions available for each location being inspected.

When you first attempt to access the inventory (units) or questions of an inspection that has multiple locations, you are automatically prompted to select your location before you can continue.

Functions

Choose a Location to Audit

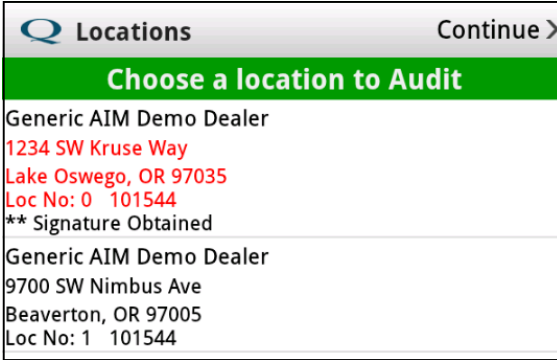
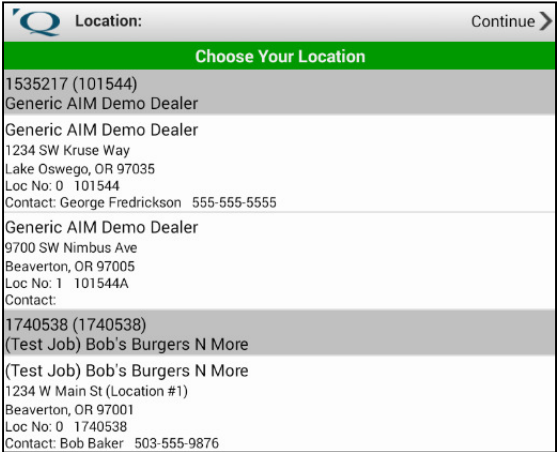
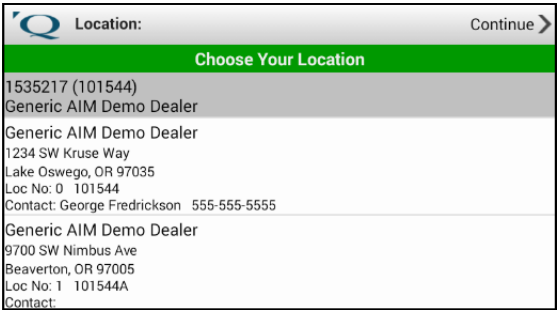
Tap on the address of your current physical location. Your selected location will then be highlighted in blue. Tap [Continue] to save the setting.

If you travel to another location, you must update your location setting. You can return to the Locations screen using the **Locations** button found on the **Home** screen.

Note: Revoquest does allow multiple jobs to be open at once, each indicated by a grey status bar. A location must be selected for EACH job that is open simultaneously (i.e. if you have 2 jobs open, one location must be selected for each job totaling 2 selected locations). This feature is used for certain clients and should not be used as a regular practice of the software.

IMPORTANT:

If a Dealer Signature has already been applied to a location, it will appear red and will indicate that there is a signature (**Signature Obtained). Selecting it as your active location will result in erasing the dealer’s signature and the dealer will have to re-sign the audit.



6 HOME

The Home screen serves as the hub for all of your inspection related functions.

Job Information

Displays basic details about the job: job number, name of the location, and address.

Results

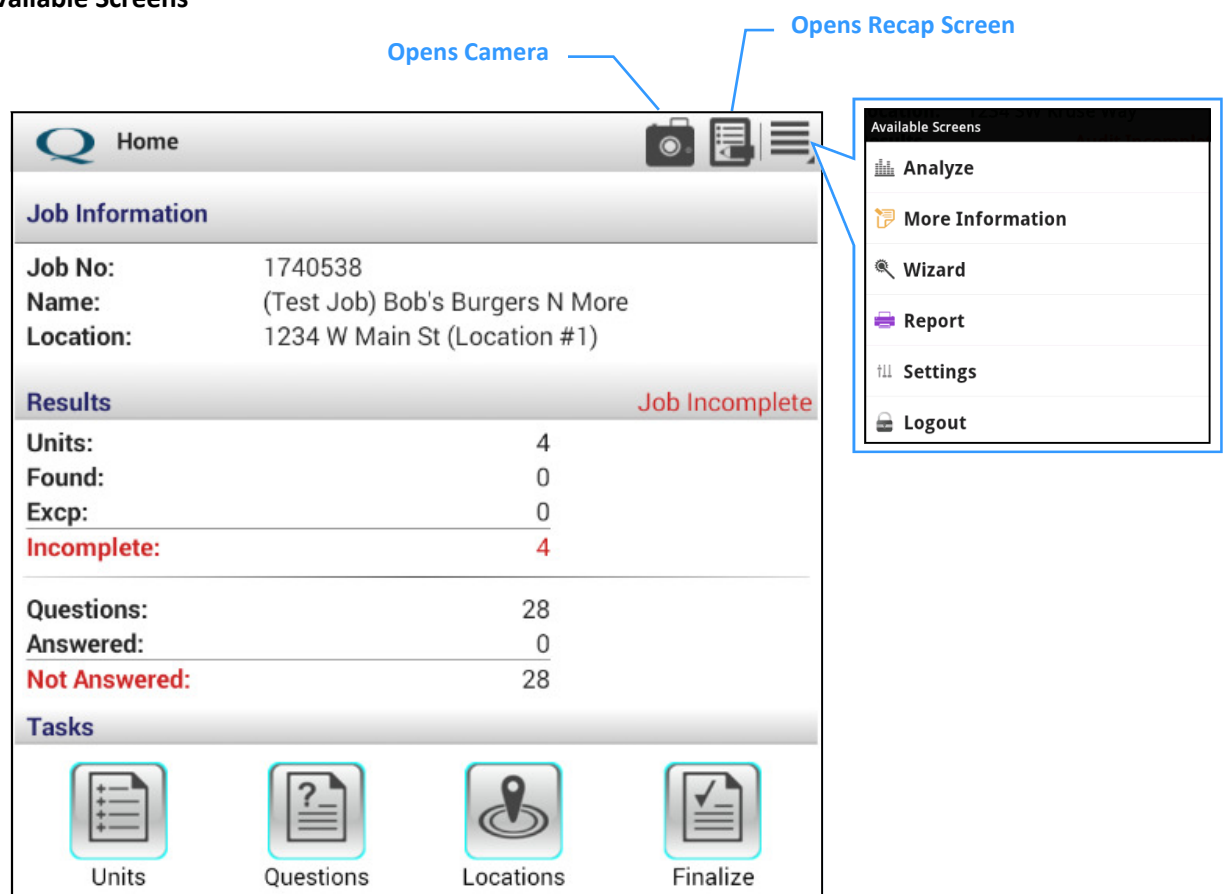
Displays the current status of your inspection and allows you to monitor the completion of your tasks (verifying units and/or answering questions).

Task Buttons

- **Units**— Access the list of inventory to begin your verification
- **Questions**— Access the list of report questions to complete the inspection
- **Locations**— Return to the Locations screen
- **Finalize**— Finalize your results and prepare to sync

Shortcut Icons

- Camera
- Recap Screen
- Available Screens



UNITS

Description

The Units screen is where you will manage the list of inventory being verified.

You can view basic details for each line item, such as: description, serial number, status, stock number, and invoice number. Actual details will vary depending on the information provided for the inventory.

You can also search, sort and filter the list as needed.

Functions

Searching for a Unit

Searches can be conducted from the **List** screen (shown below) and from the **Quik Search (QS)** screen. You can search for a unit by the last digits of the serial number, Alt ID/stock number, or invoice number, or by the unit description. Enter a value in the search box and tap the corresponding search method to initiate a search. You can also use the Voice Recognition feature if your device is connected to the internet. Tap **X** to clear the search.

Viewing Unit Detail

From the List, tap on a line item to access its **Detail** screen. Additional information about the unit is displayed in this screen. *(If an exception has been applied to the unit, tapping it will instead take you to the Audit Other screen.)*

Applying a Status

Units on the list are accounted for by applying a status. Once you have identified the correct item, you can either mark it Found or apply an Exception. (Exception types vary and are customized for each client.)

Toggle between the List and Quik Search views

Sort

Filter

Search Functions

123SerialIDAlt ID#InvoiceABC=Desc

Available Screens

Home

Quik Search

Settings

Description

Serial Number

Status

Invoice/Reference Number

Setting Indicators:

S—Auto Search is ON

F—Auto Found is ON

6—# of Char for Search = 6

1234 312			
1DVDF302X5K457645	Stock#: 804399	55449	
1999E 312	Stock#: 804343	54349	
1999GN 312	Stock#: 804361	54350	
ADVANTAGE DIRECT 312	Stock#: 804585	54055	
CARGO HAULER 584	Stock#: 804920	18156	
DELUXE II 312	Stock#: 804902	51058	Found
DVD 312	Stock#: 804324	54332	
EAGLE 312	Stock#: 804511	53688	
EXLA PT 312	Stock#: 804715	55650	
FLATBED 312	Stock#: 804473	53536	
FLATBED 312	Stock#: 804455	53535	
FLTABED PT 10000 312	Stock#: 804753	53579	
FLTABED PT 10000 312	Stock#: 804492	53588	
Units: 33	Found: 1	Excep: 0	S F 6

QUIK SEARCH

This search screen operates in the same manner as the search feature on the **Units List**, however it offers a keypad with larger buttons for easier data entry.



Auto Search— With Auto Search activated, a serial number search is automatically initiated after entering the last 6 digits of the number in the Search box. If Auto Search is activated, you do not need to tap the S/N button to search. *The number of digits used for the search can be adjusted in the **Settings** screen.*

If a matching unit is located, its description is displayed on the screen. Tap the Detail button to advance to the unit's **Detail** screen if you need to apply a status and/or record information about the unit.

After a completed search, the value searched and the result are displayed

Record frequently used notations using these customized drop-down menus

Use the ABC/123 button to switch between alpha and numeric keyboards

Open the Detail Screen

Record an hour meter reading



Auto Found— With Auto Found activated, the located unit is automatically marked Found at the same time. If you want to apply exceptions to searched units, make sure this feature is turned OFF. *This feature can be turned off and on in the **Settings** screen.*

Search: 123434 in Serial No

Result: **Unit marked found.**

Client No: XX1111

Desc: CARGO HAULER 584

Serial No: 4U01C12164A123434

Prev Status: STK Prev Hours: 0

Prev Loc:

Detail

DETAIL

This screen provides details about the unit. From here, you are able to assign a status (Found or Exception) and record pertinent details about the unit.

The Detail screen can be accessed from both the **Unit List** and the **Quik Search** screen.

To apply a status to the unit, tap [Found] or [Excep] (whichever is appropriate).

If you tap [Excep] you will advance to the **Audit Other** screen, where you can apply an exception.

- Choose the applicable exception type from the menu.
- Enter the required information using the various date, text and drop-down fields that appear. These fields will vary based on the exception being applied.
- Data fields that are mandatory appear in red.
- Additional fields: the hours entry box and customized drop-down menus appear at the bottom half of the screen.

Open the Notes Screen to add comments about the unit

Navigate to previous/next unit

Navigate to previous/next unit by making a horizontal swiping motion (left or right) across this portion of the screen

Available Screens

- Unit List
- Camera
- Notes
- Set Expected Location

Record an hour meter reading

Record frequently used notations using these customized drop-down menus

Scroll down the screen to view Extended Details and Custom Fields

View information from the previous inspection (if available)

Delete record

Return to Detail screen

Detail

Desc: Cargo Express CARGO HAULER 584
 S/N: 4U01C12164A123434
 Location: 0 - Lake Oswego, OR
 Invoice: 18156 10/31/2003
 Cur/Orig: \$1,337.05 \$2,057.00

Units	Found	Excep
1	1	0

Additional Fields

Stock#: 804920
 Hours:
 Box Crate:
 Damage:
 MSO:

Previous Info

Prev Loc: 0
 Prev Hours: STK
 Prev Status: STK
 Prev Cmt:

Audit Other

Desc: CARGO HAULER 584
 S/N: 4U01C12164A123434
 Prev Status: STK
 Not Seen: 1

Code: RENT.Rent
 DateOut: X
 RetDate: X
 CustNm:
 Note:

Additional Fields

Stock# 804920
 Hours:
 Box Crate:
 Damage:
 MSO:

To Copy, Cut and Paste Text: Tap and hold to select text. Drag the handles to adjust the size of the selection. Options will appear to cut or copy. To paste the copied/cut text, tap and hold in the field where you wish to place it and the paste option will appear.

QUESTION LIST

Description

This screen displays the set of questions associated with the type of inspection being completed. Not all jobs will include questions.

Questions can be multiple choice with single or multiple answer responses, short answer responses, photo requirements, and drop-down selections.

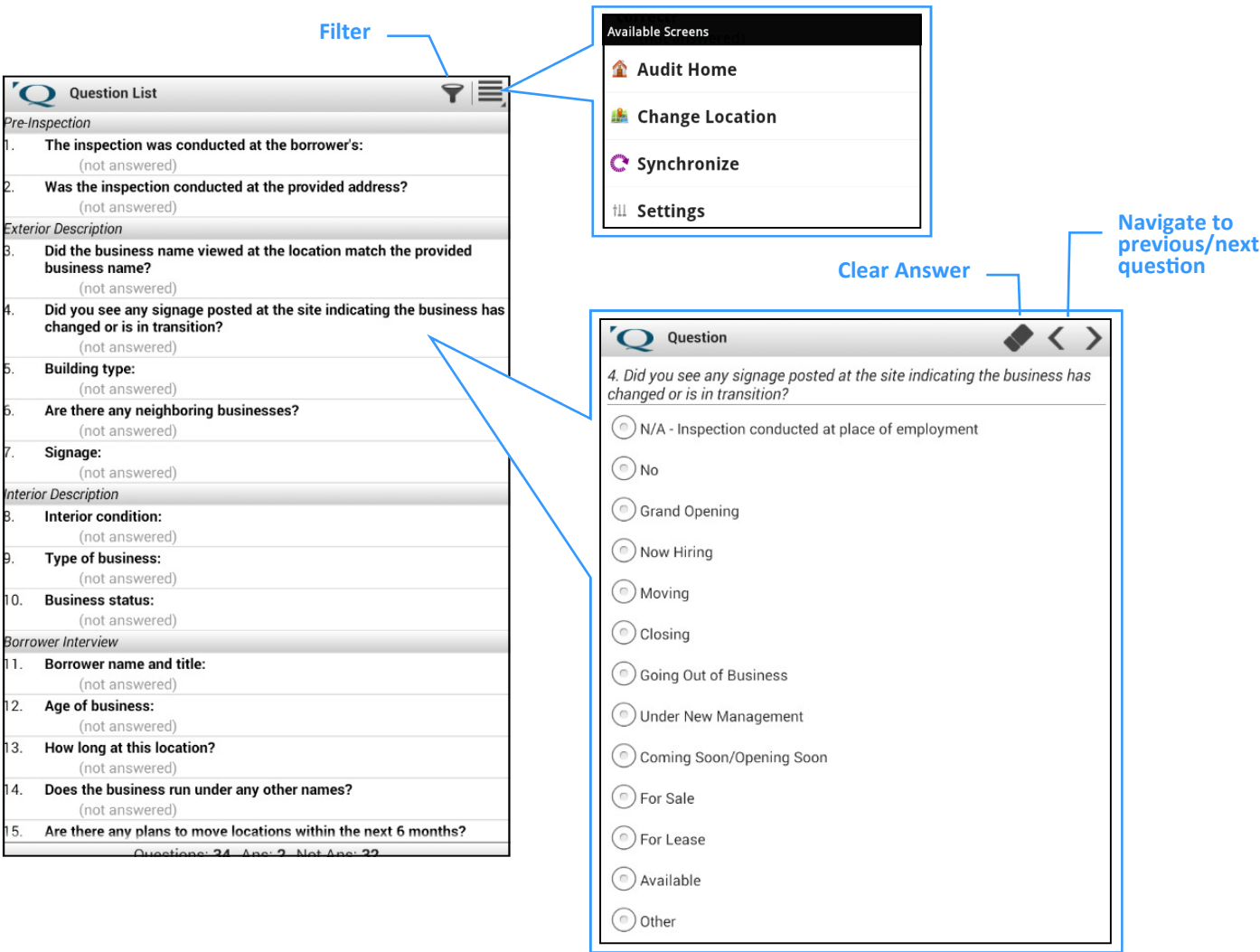
Functions

Question

Tap on the question to view it and enter your response.

Filter

You can filter the Question List to show all questions, questions that are answered, or questions that are not answered.

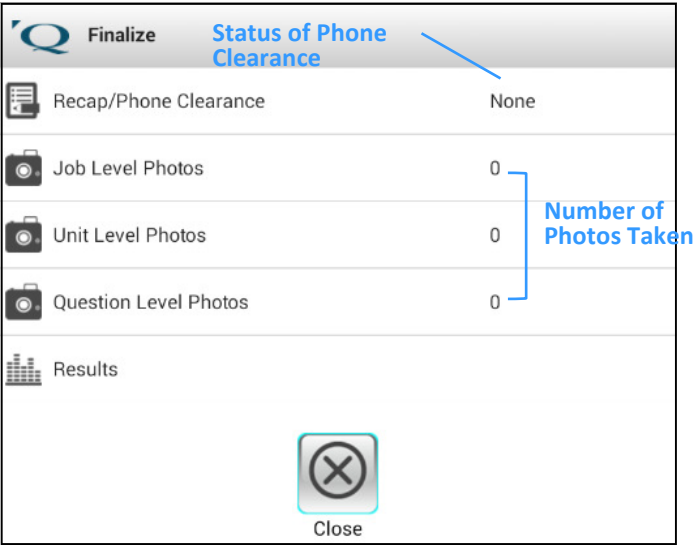


FINALIZE

Description

The Finalize screen is where you will perform the final steps of the job before closing it. The use of these features may vary by client and inspection type:

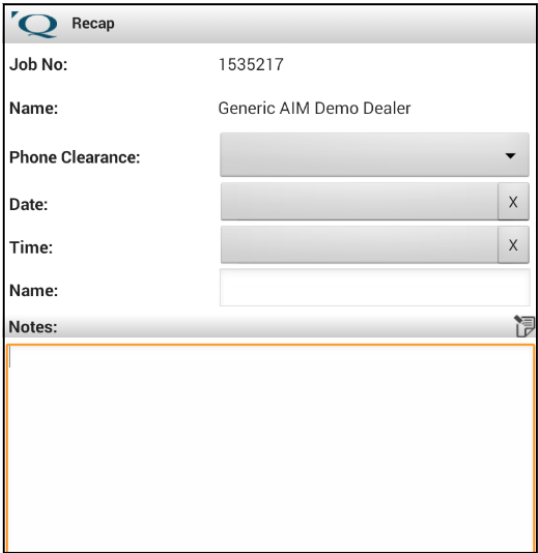
- **Recap/Phone Clearance**
- **Job, Unit, and Question Level Photos**
- **Results/Signature**
- **Close**



Functions

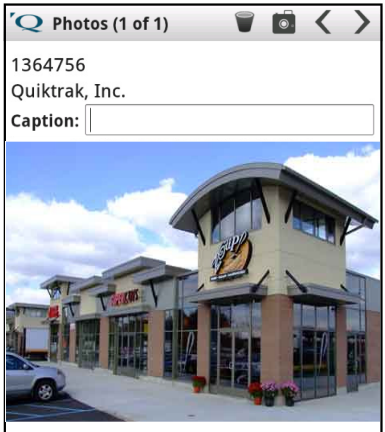
Recap and Phone Clearance

This screen is used to document a phone clearance call made to the client, and provides an area for documenting general notes/ comments related to the inspection. The notepad icon located above the Note text box field allows the user to copy the audit results into the notes as well (i.e. audit quantity, found quantity, and exception quantity information are copied using this feature).



Job, Unit, and Question Level Photos

This screen allows you to review photos taken at either the job level (general) photos, unit level (equipment-specific) photos, or question level (question-specific photos for Inspection Service jobs). [See *Ch. 10 Taking Photos* for a detailed explanation of the **Photos** screen.]



FINALIZE

Results, Dealer Signature and Summary

This screen provides a statistical analysis of the inspection results (question completion and equipment verification).

For inspections involving multiple locations, you will initially be prompted to select one or more locations to analyze. Select all the locations you wish to include in the analysis, then tap [Continue] to view the results.

If a dealer signature is required, tap the **Signature** button at the bottom of the Results (Analysis) screen to access the signature screen. After the dealer representative signs, type in their name and tap [Accept Signature] to save it.

The signature will be applied to the location(s) you selected for the analysis. Make sure the appropriate locations are selected before obtaining the signature (Signature requirements may vary by client).

The **Summary** button allows a more detailed view of all exceptions that were applied to the inventory on the audit.

Totals for Entire Job			
Unit Qty	33		\$179,910.52
Found Qty	2	6%	\$12,176.65
Excp Qty	3	9%	\$11,735.18
Incomplete	28	85%	\$155,998.69

Results (2 locations)			
Unit Qty	5		\$23,911.83
Found Qty	2	40%	\$12,176.65
Excp Qty	3	60%	\$11,735.18

Locations	Qty	Balance	
Transit	2	\$7,687.75	
		3%	4%
Transfer	1	\$4,047.43	
		3%	2%



Use of a **stylus** is recommended for capturing signatures.

Close

This screen allows several options for closing the inspection file. Select one, then tap [Close].

This is what each of the “close” options will do when selected:

- **Save and Change Location** - Appears on inspections that have multiple locations. This will take you to the Locations screen where you can change your location setting, then you can continue the inspection.
- **Hold Results on Device** - Allows you to temporarily close your inspection so you can re-open it later.
- **Close Results and Send** - This option is used when your inspection is complete and you are ready to submit your final results. Your results will be sent during your next sync and the inspection will be removed from your device. When this option is selected and you tap [Close], you will be prompted to provide your signature (as shown to the right). After signing, tap [Accept Signature]. If anything on the inspection (audit list, questions and/or dealer signature) is incomplete, you will receive a warning message.
- **Run Business Rules** - This option is available for certain clients and allows the business rules pertaining to that client to be viewed on the device after a sync (see client specific certification and quick reference guides).

7 MORE INFORMATION

The More Information screen is accessed from the Home screen, via the Available Screens menu. It is used to display information that may be necessary or useful for the inspection being performed.

This screen is comprised of 3 screen views: Info, Instructions and Auditors. Tap on the tab to change to that screen view.

Info

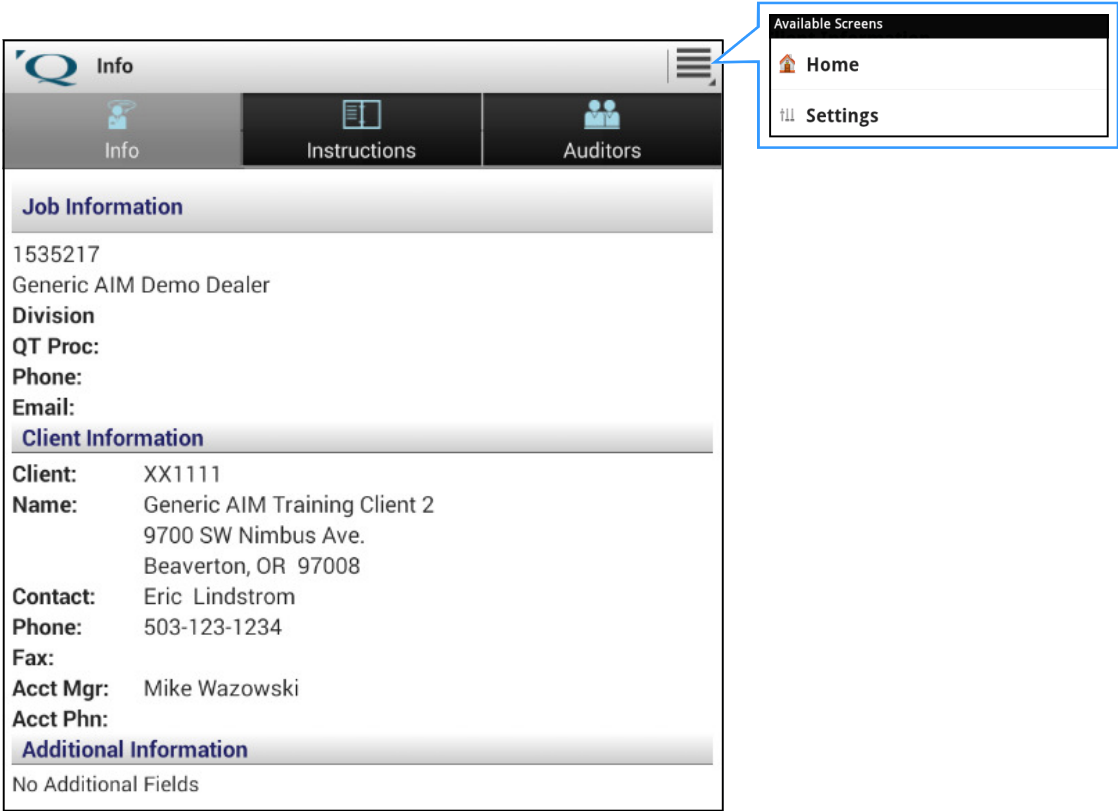
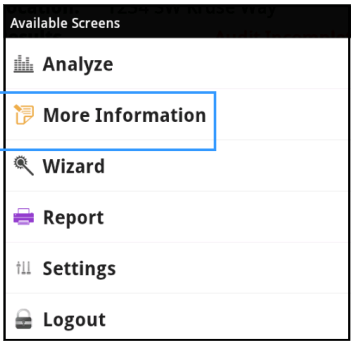
- **Job Information**— Job number, dealer/location name, processor’s name
- **Client Information**— Client’s account number, name, address, and contact information

Instructions

- **Job Specific Instructions**
- **Client Specific Instructions**

Auditors

Lists the names of the auditors assigned to each location of the current audit.



8 SETTINGS

Description

The Settings screen can be accessed from several different areas of the software, via the Additional Screens menu. It is used to control a variety of options within the software.

Functions

Auto Found

Automatically marks a unit Found when located by a serial number or Alt ID search.

Auto Search

Initiates a search by serial number once the designated number of digits has been entered. See *# of Char to Search* below.

Voice Sound On/Off

Turns on/off voice alerts within the Revoquest application.

Backup Frequency

Sets the interval of time between data backups.

Sync Frequency

Sets the interval of time between automatic syncs (Automatic syncing will be available in a future release, by default this option is set to "Manual Only").

Scanner Type

Sets the type of scanner being used (See section #13 for additional details).

of Char to Search

Controls when the Auto Search feature will initiate a serial number search (If set to 6, the search begins as soon as the 6th character is entered). It also sets the minimum number of characters that can be used for a manual serial number search (If you attempt to search by fewer digits, the item will not be located).

Start Scan Position

Controls where scanning begins on a barcode. In most situations scanning should begin at position 1 (the leftmost position). However, if there are leading characters which are not part of the serial number you can adjust the starting position accordingly. For example: If a barcode includes "SN" at the beginning, set the start position to 3 to skip over the first 2 characters.

Scan Length

Controls the number of characters scanned, starting from the rightmost position.

Pair to Scanner

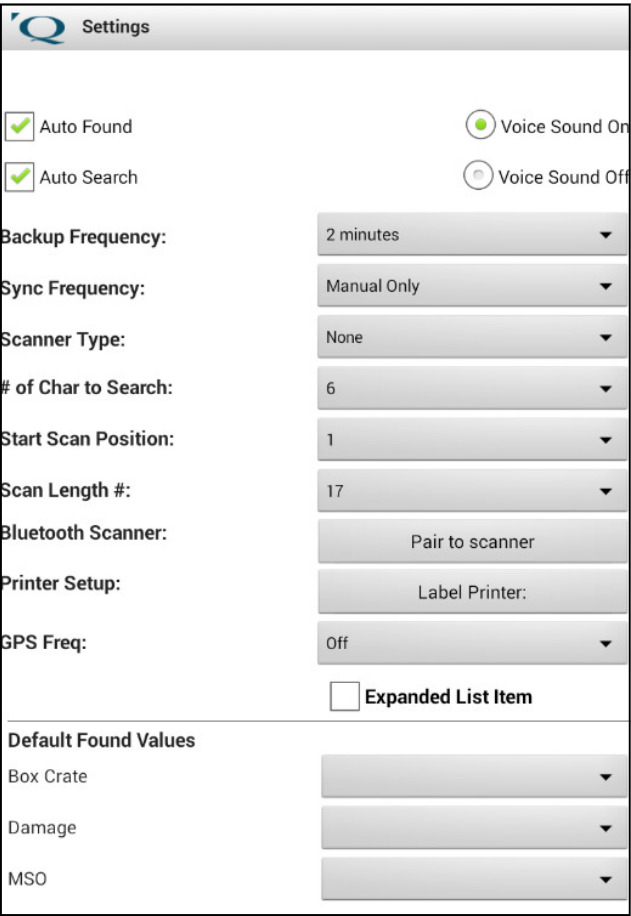
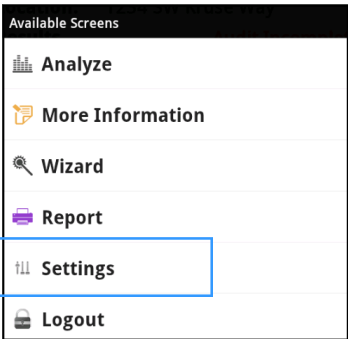
This button is used when setting up a scanner (See section #13 for additional details).

Expanded List Item

Adds the following fields to the Unit List screen: Previous Status, Previous Hours, and Type.

Default Found Values

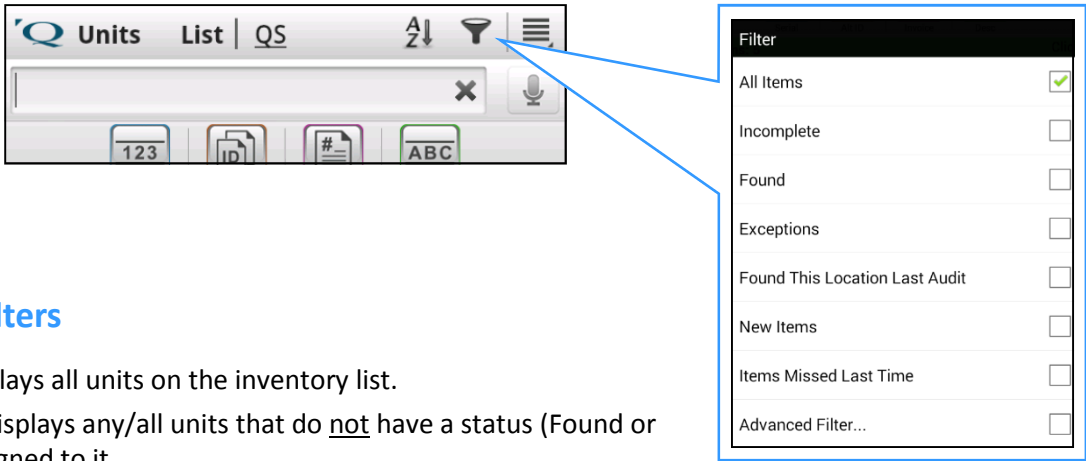
For clients with additional spec fields to be filled out during audits, default values can be set for audit efficiency



9 FILTERING

Description

The Filter is a tool that allows you to find items on the inventory list that match certain user-defined criteria. The Filter is accessed from the List screen by tapping on the Filter icon at the top of the screen. You can choose one of the standard filters or define your own criteria using the Advanced Filter.



Standard Filters

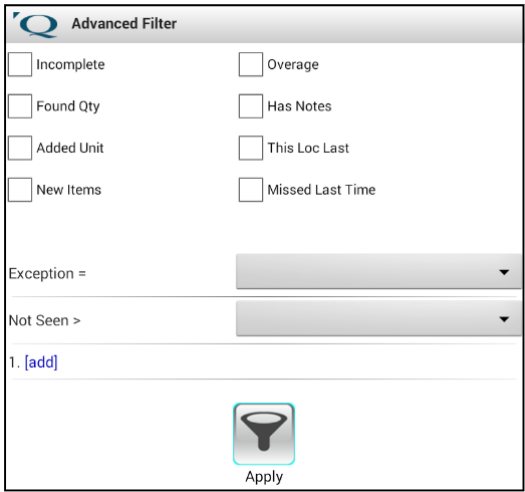
- All Items:** Displays all units on the inventory list.
- Incomplete:** Displays any/all units that do not have a status (Found or Exception) assigned to it.
- Found:** Displays any/all units that have been marked as Found.
- Exceptions:** Displays any/all units that have been marked as an Exception.
- Found This Location Last Audit:** See client specific quick reference guides for additional details.
- New Items:** Display any/all units that were added to the inventory list.
- Items Missed Last Time:** See client specific quick reference guides for additional details.

Advanced Filter

The Advanced Filter allows you to select your own criteria for the filter. You can also combine multiple criteria in order to create a more precise filter. Once you have set your filter criteria, tap the Apply button to view the results.

The main screen of the Advanced Filter provides a set of common criteria options:

- Incomplete:** Displays any/all units that do not have a status (Found or Exception) assigned.
- Found Qty:** Displays any/all units that have been marked as Found.
- Added Unit:** Displays any/all units that you manually added to the inventory (a custom feature).
- New Items:** Display any/all units that were added to the inventory list.
- Overage:** Identifies units that have been marked by multiple inspectors on the same coordinated audit.
- Has Notes:** Displays any/all units for which you entered information in the Note field.
- This Loc Last:** See client specific quick reference guides for additional details.
- Missed Last Time:** See client specific quick reference guides for additional details.



Exception =: Displays any/all units marked with a specified code. Choose the desired code from the drop-down menu, or choose “All” to include every exception type.

Not Seen >: Displays any/all units that were previously not seen during a specified number of consecutive audits. Choose the quantity from the drop-down menu. (For example, “Not Seen > 3” will result in showing any/all units that were not seen on the last 4 or more audits in a row.)

How to Add Criteria

This feature allows you to add your own criteria to the filter

1. Tap [add] on the **Advanced Filter** screen.
2. From the menu, choose the column name/data field (such as Invoice Date, Previous Location, Type, etc.) you wish to use for the filter.
3. Choose the type of comparison.
4. Enter the value being compared.
The example below shows a filter setting that will identify units that were invoiced on 3/9/2015 or later.
5. Tap [Save] and you will be returned to the **Advanced Filter** screen. You can then add additional criteria or apply the current filter.

The image contains three screenshots illustrating the process of adding filter criteria.

Top Left Screenshot: Filter Criteria
This screen shows the initial setup for a filter criterion. It has three main sections: **Column** (set to 'Invoice Date'), **Compare** (set to 'Equals'), and **Value** (with an empty input field and a clear 'X' button). At the bottom are 'Save' and 'Clear' buttons. A callout box on the right shows a list of comparison operators: Equals (selected with a green dot), Greater Than, Greater Than or Equal, Less Than, Less Than or Equal, Not Equal to, Like, Not Like, and In.

Bottom Left Screenshot: Filter Criteria
This screenshot shows the 'Compare' dropdown menu open, with 'Greater Than or Equal' selected. The 'Value' field now contains '03/09/2015'. The 'Save' and 'Clear' buttons are at the bottom.

Bottom Right Screenshot: Advanced Filter
This screen shows the 'Advanced Filter' interface. It features a grid of checkboxes for various filter types: Incomplete, Found Qty, Added Unit, New Items, Overage, Has Notes, This Loc Last, and Missed Last Time. Below this grid are two dropdown menus for 'Exception =' and 'Not Seen >'. The 'Not Seen >' dropdown is open, showing a list of criteria. The first criterion is '1. Invoice Date >= 03/09/2015' with an '[edit]' link. The second is '2. [add]'. At the bottom is an 'Apply' button with a funnel icon.

10 TAKING PHOTOS

Revoquest allows you to use the camera on your Android device to take photos that can be submitted with your inspection results.

The camera can be activated by tapping the camera icon that appears on the **Home**, **Detail**, **Question** or **Finalize** screens.



Refer to your specific device's user manual for instructions on how to use the camera.



A green check appears on the camera icon to indicate that photos have been taken:

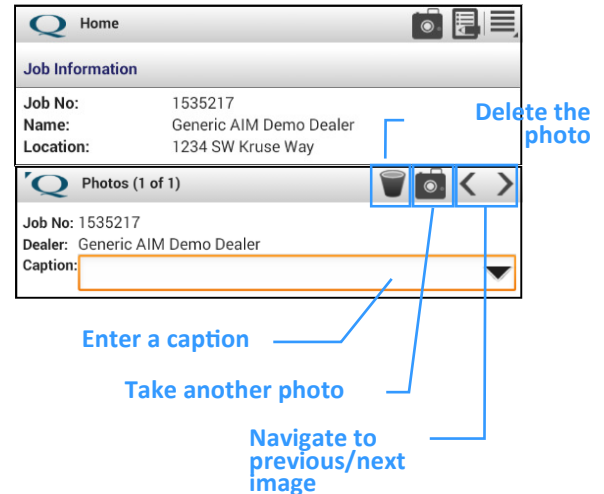


From the Home Screen:

Photos taken from the **Home** screen will be saved as "Job Level" (general) photos for the inspection.

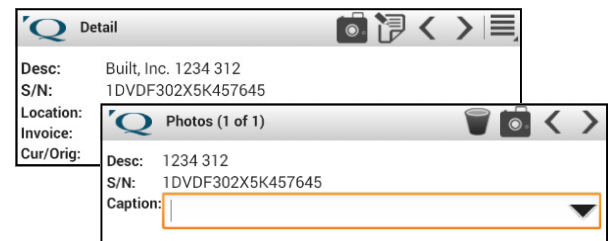
After taking the picture, save the image (or discard/delete and re-take if necessary). The saved image will then appear in the **Photos** screen.

- To take another photo, tap the camera icon.
- To delete the photo, tap the garbage can icon.
- To review other saved photos, tap the arrows.
- To add a caption, type it in the field provided.
- To exit the **Photos** screen, tap [Q] in the upper left hand corner of the screen.



From the Detail Screen:

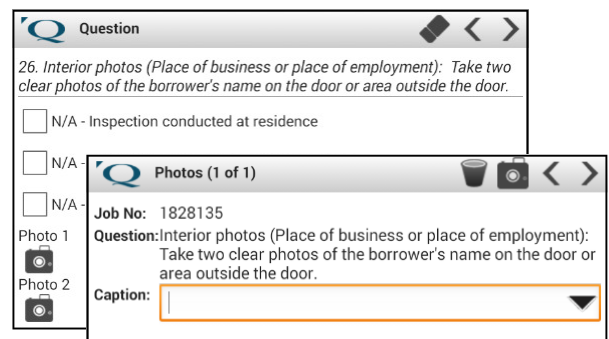
Photos taken from a unit's **Detail** screen will be saved as "Unit Level" photos and automatically be linked to that unit. The serial number (if applicable) will display on the review screen as well.



From the Question Screen:

Photos taken from an inspection's **Question** screen will be saved as "Question Level Photos" and will be automatically linked to that unit question.

Most questions require more than one photo. To return to the **Question** screen to take the additional required photos, tap on the [Q] in the upper left-hand corner of the screen.



From the Finalize Screen:

If no photos have been taken yet, tapping the **Job Level Photos** camera icon will open the camera. **Unit Level** and **Question Level** photos can only be taken from the Detail screen and the Question screen respectively, as described above.

To review images you have already taken, tap either the Job, Unit or Question level camera icon for photo review.

Recap/Phone Clearance	None
Job Level Photos	1
Unit Level Photos	0
Question Level Photos	2
Results	

11 PRINTING REPORTS

Revoquest is able to generate reports that can be printed using a wireless printer and a 3rd-party software called Print Hammermill. The application is available through the **Google Play Store** and is free to download and install. To download the Print Hammermill app, you will need a Google account linked to your device (this allows access to the **Google Play Store**).

Printer and Software Installation and Setup

In order to print from your Android device, you will need to:

1. Pair your device to your printer using Bluetooth.
2. Install the Print Hammermill application on your device.

Pairing Your Device and Printer

Turn on the printer and make sure its Bluetooth is also turned on.

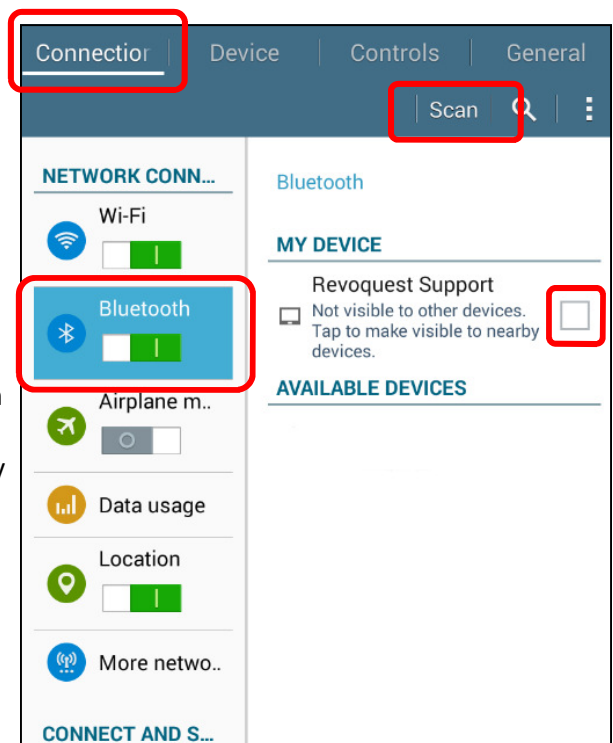
Turn on the Bluetooth on your Android device.

- To do this on the Samsung Galaxy Tab 4, go to the **Settings** screen and tap on the toggle switch next to Bluetooth (this can be found under the **Connections** tab).

Go to the **Bluetooth settings** menu by tapping on the Bluetooth icon (to manage connections). Tap on [Scan for nearby devices] to locate and select your printer. If prompted to enter a pin, try "0000" or "000000."



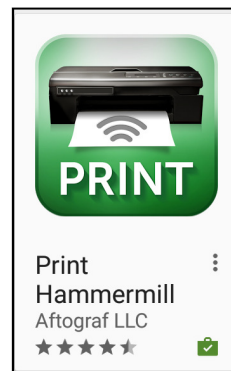
Note: Currently Revoquest only supports the HP Officejet 100 Mobile Printer; however, other printers with other 3rd party software may work—to include, other HP Printers with the HP ePrint and HP All-in-one Remote Printer Android Apps.



Installing PrinterShare

Open the **Google Play Store** application and use the search functionality to find the **Print Hammermill** app.

Tap on the FREE application, then install and install it. Open the application, then tap [Continue].

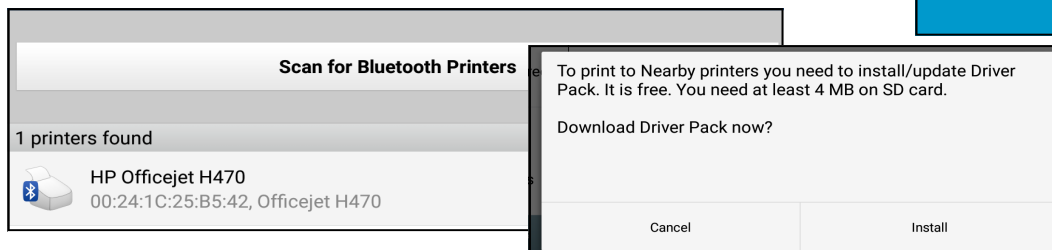
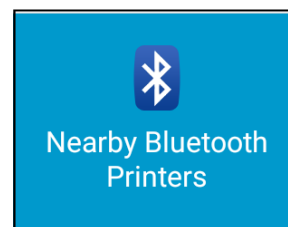


Next, you will need to select the printer.

1. Near the top of the screen, locate the “+Add Printers”



2. After selecting the “+Add Printers” button, a new menu on the left should appear - please select “Nearby Bluetooth” (note: ensure your printer is turned on).
3. Let the software scan for nearby devices and select your printer once it appears



4. You may be prompted to download/install driver packs and updates to ensure the proper running of the software. Agree to these and allow the updates to install by tapping the Install button.

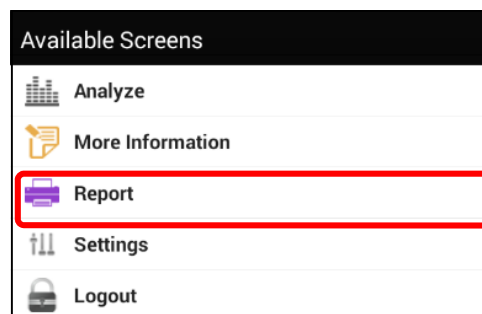
Now you are ready to print a test page. Tap on the “Web Pages” icon. When it opens enter any web address (i.e google.com and tap [Go], then tap [Print], and [Print] again on the preview page.

Reports

The Report feature is accessed from the Home Screen, via the Available Screens menu.

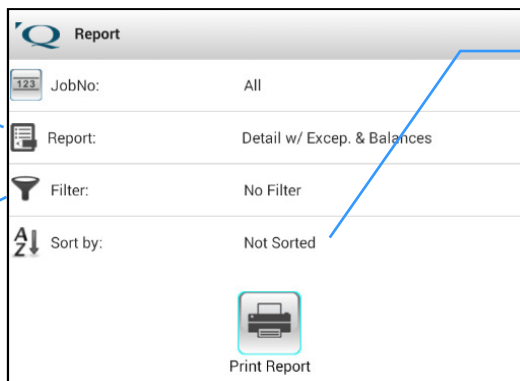
Revoquest offers multiple report options that can assist you during an audit.

- Incomplete — This report is designed specifically to list only units that are incomplete (i.e., not found or marked with an exception). It can be given to the reconciliation contact to assist with researching the disposition of each missing unit.
- Detail w/ Exception Info or Balances — This is a flexible report that displays unit details (type, stock/AltID #, Inv #, Inv date, etc.) as well as details that have been entered for any exceptions. A balances option is also available for this report type. It can be combined with a filter setting to generate a customized report.
- Additional report options may be available, depending on the client or inspection type.



Tap here to select the desired report type

Tap here to access the Advanced Filter feature if you want to show only certain items on the report



Tap here to select your sort option. Lists can be sorted by:

- Serial No
- Stock No
- Invoice No
- Description
- Type
- Status/Description
- Status/Serial No

Tap an option a second time to switch between ascending (asc) and descending (dsc) order.



To avoid seeing the prompt to choose an application EVERY time you print, check the “Use by default for this action” box before selecting PrinterShare.

12 WIZARD

Description

The Wizard is a time-saving feature that allows you to apply identical exception information to multiple units simultaneously. It is accessed from the Home screen, via the Available Screens menu.

Using the Wizard

1. Select the Units

The Wizard screen displays, by default, all the incomplete units; however, if desired the filter can be accessed to toggle the display between all items, incomplete, found, or exceptions.

If needed, you can search for units by serial number, Alt ID/ stock number, description or invoice number.

Once you have the appropriate units selected, tap [Continue].

2. Select the Exception Type

From the menu that appears, choose the exception type you wish to apply to the selected units.

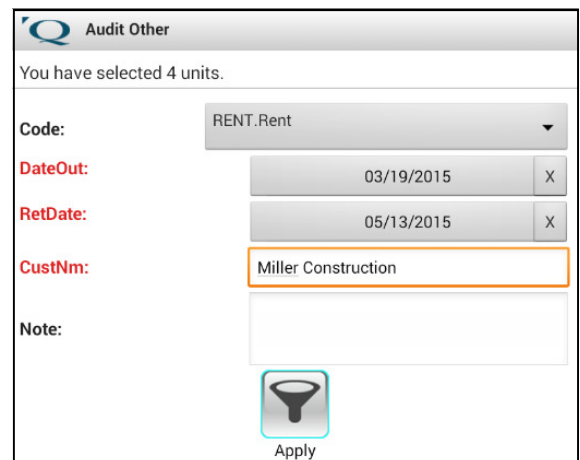
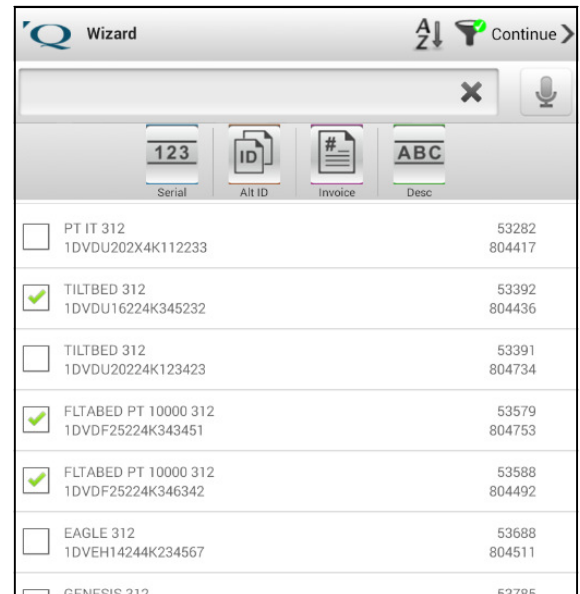
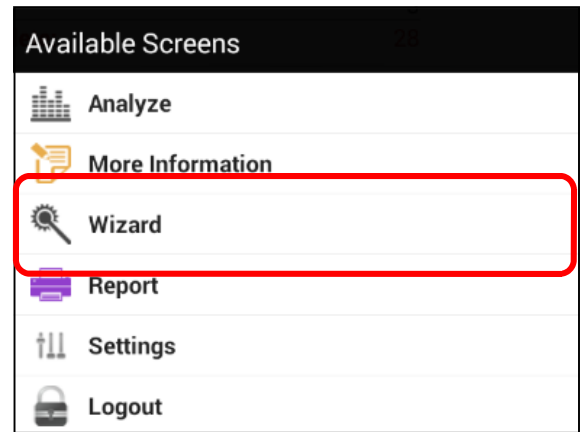
3. Enter the Exception Details

Note that the "Additional Fields" are not available when entering an exception in the Wizard.

4. Apply the Exception

Tap [Apply] to save the exception details.

You will then be returned to the Wizard screen. You can continue using the Wizard or tap the "Q" icon to return to the Home Screen.



13 USING A BARCODE SCANNER

Revoquest includes functionality that allows you to use a barcode scanner to read and search for serial numbers on the inventory list.

Hardware Requirement:

Socket CHS 7Ci Scanner or

Socket CHS 7P Scanner (Discontinued) *

* Note: The Socket CHS 7P Scanner is a discontinued product; however, is still supported by our software. Please contact Revoquest Support at 1-866-738-6435 for setup instructions.

In order to use a scanner, you will need to:

1. Establish a reliable internet connection
2. Have an audit on your device (either live or demo job - this is needed to access the Revoquest settings menu)
3. Reset the scanner
4. Pair your scanner to your device
5. Pair your scanner to Revoquest

Resetting the Scanner

1. Scan the barcode labeled "Factory Defaults" on the right, then turn the scanner back on as this step turns the scanner off by default.
2. Scan the barcode below labeled "SPP Mode (Serial Port Profile)".



Pairing Your Scanner to Your Device

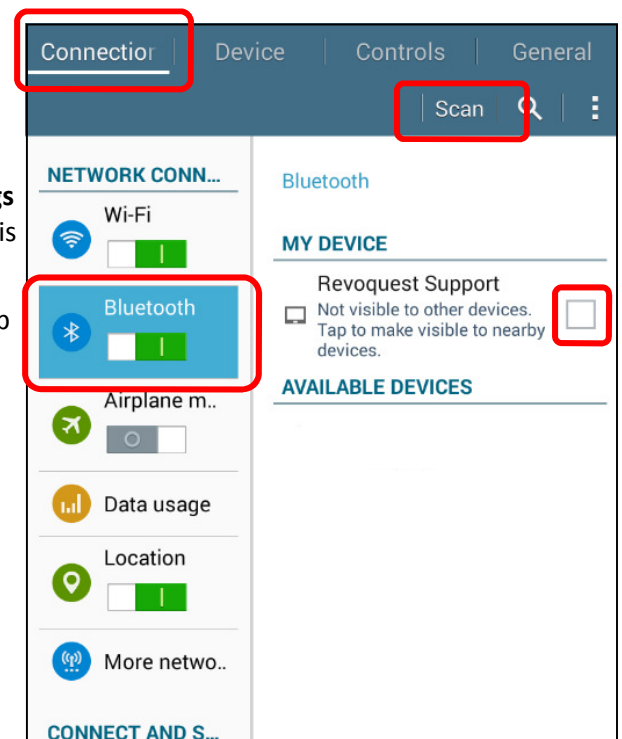
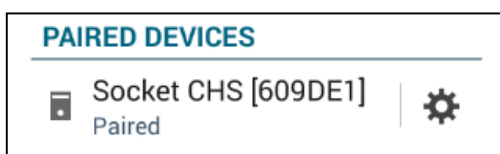
Turn on the scanner (by holding down the power button).

Turn on the Bluetooth on your Android device.

- To do this on the Samsung Galaxy Tab 4, go to the **Settings** screen and tap on the toggle switch next to Bluetooth (this can be found under the **Connections** tab).

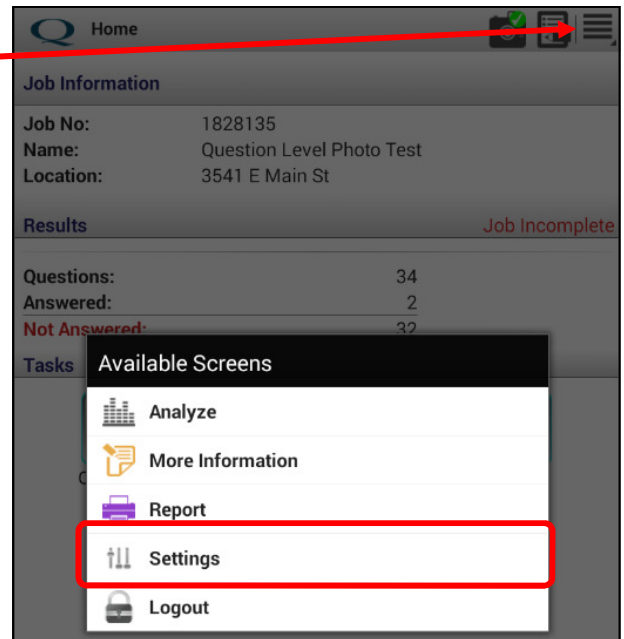
Go to the **Bluetooth settings** menu (to manage connections). Tap on [Scan for nearby devices] to locate and select your scanner.

Once the connection is made, it will indicate the Socket CHS is "paired," as shown here:



Pairing Your Scanner to Revoquest

This is done from the Settings screen of Revoquest. Open an audit and go to the Home page. From there, tap the **Menu** icon in the upper right hand corner and select **Settings**.



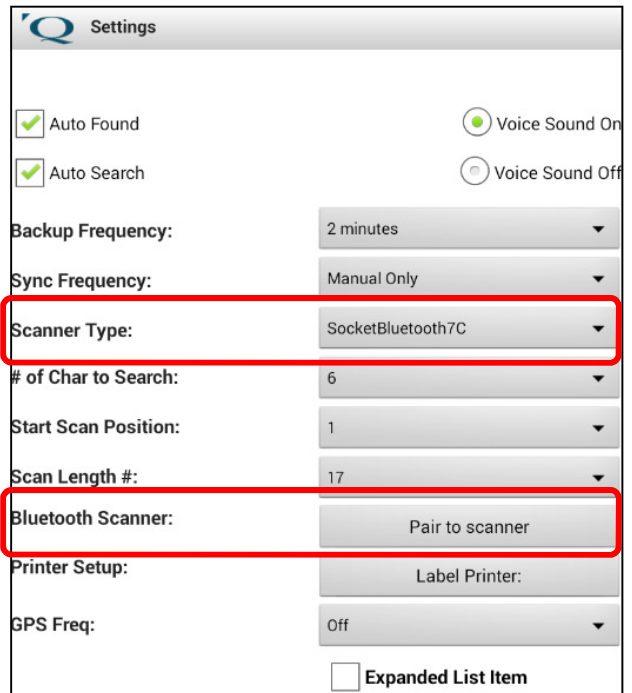
From the Settings screen:

Note: Be sure your scanner is turned on as it may have timed out and turned off before reaching this step

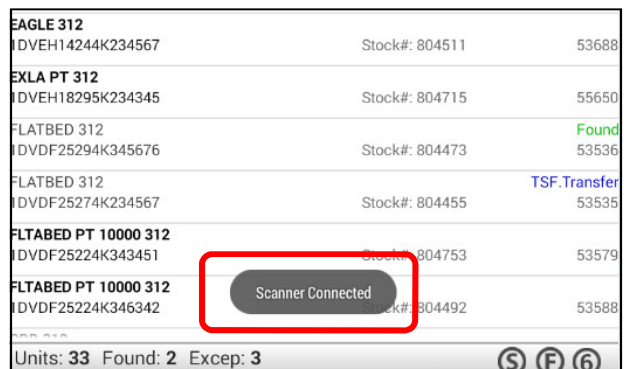
1. Select "SocketBluetooth 7C" from the Scanner Type drop-down.
2. Tap **Pair to scanner**.
3. Wait for the barcode to appear on the screen, and once it appears, scan it (Note: Upon successful scan you should hear 3 beeps).

If a barcode does not appear, or you receive a blank screen be sure you have a reliable internet connection and attempt from step 2 again.

4. Return to the Home screen using a combination of your device's back button or the "Q" in the upper left-hand corner of the screen.
5. Tap on the **Units** button to enter the inventory list and wait for the **Scanner Connected** message to appear as seen on the right.



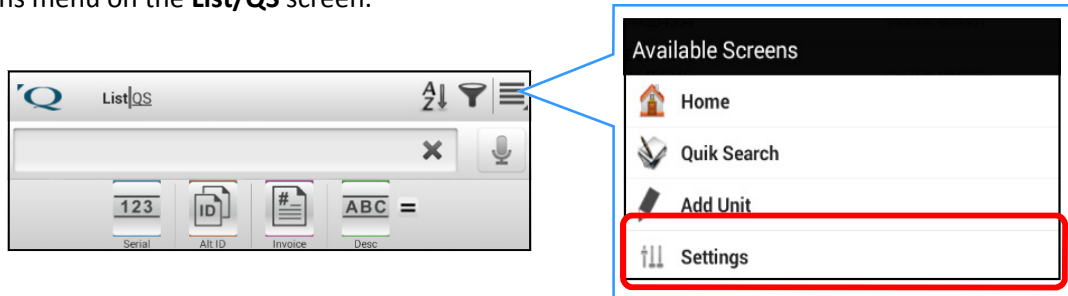
PLEASE NOTE: THE SCANNER SHOULD ALWAYS BE POWERED ON AND OFF ON THE JOB HOME SCREEN (IE – WHEN YOU WANT TO USE THE SCANNER ON AN AUDIT, OPEN THE AUDIT AND POWER THE SCANNER ON WHEN ON THE JOB HOME SCREEN THEN ENTER THE UNITS LIST AND WAIT FOR THE MESSAGE TO APPEAR. WHEN DONE USING THE SCANNER, EXIT THE UNITS LIST AND POWER OFF THE SCANNER.



14 ADDING UNITS

Description

The **Add Unit** feature allows you to add an inventory item to the Units list. This feature is accessed from the Additional Screens menu on the **List/QS** screen.



Add Unit

On the Add Unit screen fields will be available (depending on client requirements) to fill in. Fields with red text headers are required for the unit to be added to the inventory. Once the desired information is filled out you can complete one of the following two options:

- **Save:** Tapping the Save button will add the unit to the inventory and return you to the **List/QS** screen
- **Save+:** Tapping the Save+ button will add the unit to the inventory, keep information in any fields that have check marks on them, and keep you on the Add Unit screen to allow you to add another unit (this function is desired for adding multiple units where much of the information may be identical).

Edit Unit

Added units can be viewed from the unit list; however, if you need to edit added units this can be done from the Detail screen's Available Menu button.

